

MONTCLAIR STATE UNIVERSITY PROSPECTUS

DEAN OF THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

June 2008

THE SEARCH FOR THE DEAN OF THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

The Search Committee for the Dean of the College of Humanities and Social Sciences at Montclair State University invites expressions of interest, nominations and applications for the position of Dean. The Committee is conducting an active national search for a distinguished scholar and leader to serve as the chief academic and administrative officer of the largest college at the University. The new Dean is expected to assume office in the summer of 2009. The purpose of this prospectus is to provide nominators and prospective candidates with helpful information about Montclair State University, the College of Humanities and Social Sciences and the role of the Dean.

AN OVERVIEW OF MONTCLAIR STATE UNIVERSITY

Montclair State University is a comprehensive public university, New Jersey's second-largest and fastest-growing, offering a rich array of programs to approximately 17,500 undergraduate and graduate students. Founded in 1908, the University is organized into five academic units: the College of Humanities & Social Sciences, the College of Education & Human Services, the College of Science & Mathematics, the College of the Arts, and the School of Business. Characterized by a distinguished faculty of 510 full-time teacher-scholars, Montclair State offers ten undergraduate degrees in more than 70 major areas of study and seven degrees at the Master's and Doctoral level in 36 areas of study. The University also offers the nation's only doctorate in pedagogy, the state's only doctorate in audiology, and a unique interdisciplinary doctorate in environmental management. The University is located in Montclair, 14 miles west of New York City, on a beautiful 230-acre suburban campus. The campus boasts excellent academic, technological and recreational facilities and an exciting calendar of events and performances by students and professionals. With its proximity to Manhattan, and the large commuter population living throughout the area, the community offers a range of exciting lifestyles enriched with arts, culture and academic resources from one of the most vibrant, ethnically diverse regions in the world.

Montclair State's \$50 million capital campaign, *The Campaign for the Second Century*, will culminate with the University's centennial celebration this year. Funds from this campaign will support major capital projects and significant renovation of academic buildings. The Campaign also provides funds for faculty chairs, professorships, lectureships, undergraduate scholarships, graduate teaching assistantships, student development, academic programs, library services and information technology. With over \$200 million dedicated to new construction and building renovation in the past 10 years, President Susan A. Cole and the Board of Trustees are committed to continue an aggressive capital facilities program. Despite declining financial support from the state, the president has maintained faculty positions and is committed to increasing selectively the size of the faculty and augmenting managerial, professional and support staff.

THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHSS)

With a faculty of 195 distinguished scholars/teachers and approximately 4,050 students, the College of Humanities and Social Sciences is the largest of the University's academic units. In addition to full-time faculty, CHSS is supported by nearly 20 administration and staff members as well as approximately 200 adjunct faculty. The College provides a rich variety of degree programs, including 19 undergraduate majors, and is organized into 13 departments, 3 interdisciplinary degree programs, and 12 centers, institutes and societies. Degree programs include: Anthropology, Audiology, Classics and General Humanities, Communication Sciences and Disorders, English, History, Justice Studies, Linguistics, Modern Languages and Literatures, Philosophy and Religion, Political Science and Law, Psychology, Sociology, Spanish and Italian, Women's Studies, and a number of minors, including African American Studies, and Latin American and Latino Studies. The College's centers, institutes and societies include the Center for Child Advocacy, the Coccia Institute for the Italian Experience in America, the Center for Heritage and Archeological Studies, and the Humanities Institute. The College has successfully combined a traditional focus on liberal education with programs at both the undergraduate and graduate level that fulfill specific career objectives. The CHSS operating budget is approximately \$23 million.

ATTRACTIONS OF THE DEAN'S ROLE AT CHSS

The new Dean will find numerous strengths and attractions associated with Montclair State University and the College of Humanities and Social Sciences that make this position particularly appealing. These include, but are not limited to, the following:

- The significant growth at Montclair State University in the past decade under the dynamic leadership of President Cole, her administrative team and the faculty, provides considerable institutional momentum for the future advancement of the University and the College of Humanities and Social Sciences;
- The University aspires to be a premier public comprehensive university in New Jersey, with teaching – enhanced by the scholarship of the faculty - as its primary focus;
- The University's administrative philosophy supports a "strong dean" model;
- CHSS, home to the University's Honors Program, provides foreign-language, writing and other courses that all Montclair students must take to complete the General Education requirements, thus impacting the educational experiences of all undergraduates;
- The University has been aggressive and entrepreneurial in building an excellent cadre of CHSS faculty, approximately two-thirds of whom have been appointed in the past decade;
- In the true spirit of liberal arts education, CHSS students follow a focused yet broad-based course of study that gives them a solid grounding of general knowledge;
- MSU's strong undergraduate research program has fostered close working relationships with students and created an environment where joint student/faculty research and scholarship projects have promoted lively student inquiry and supported active scholarly interests on the part of the faculty;
- An accomplished faculty guides students through a highly developed curriculum that incorporates the latest technologies;
- CHSS confers more degrees than any of the other colleges and schools at MSU, in fields of study as traditional as Classics and as current as Child Advocacy;
- CHSS professors — not teaching assistants — conduct their own classes;
- The College's new doctoral program in Audiology is thriving;
- With its large, diverse array of 13 departments, the College has considerable potential to engage in interdisciplinary activities; and
- The University and CHSS take great pride in the diverse population of students, faculty and staff.

LEADERSHIP PRIORITIES FOR THE DEAN OF CHSS

As the new leader of the College of Humanities and Social Sciences, the Dean will inherit a well-established college as well as high expectations for his/her ability to address successfully its contemporary challenges. The current challenges for the continued growth of CHSS include the following:

The Establishment of a Clear Identity and Direction for CHSS: It will be essential for the new Dean to focus immediately on the large, diverse academic disciplinary composition and structure of the College and to become intimately familiar with the CHSS culture. The Dean must lead a participatory and transparent planning process that is linked to the University's strategic plan and she/he must articulate a vision, sense of common purpose and direction for the College that are widely understood and supported among the CHSS faculty and staff as well as the other deans and the central administration of the University. As a result, the College will be poised to respond thoughtfully to the challenges of changing demographics, shifts in the professional job market, an increasingly global society, continuing advances in technology, and the constantly evolving needs of its students, both undergraduate and graduate.

Strategic Planning: The University's strategic plan, adopted in 2002, will soon be updated. Thus, the new Dean will become immediately involved in leading planning in CHSS within the context of the University-wide strategic plan, which also will involve the Dean as a member of the University's leadership team.

Faculty Recruitment and Development: The Dean must set high standards in the appointments of tenure-track faculty as well as adjuncts and work closely with the department chairs in providing incentives for faculty to continue to grow as teachers, scholars and advisors. This deanship will enjoy exceptional opportunities for program development, innovation and transformation through the contributions of new faculty.

The Enhancement of Academic Programs: As the senior academic official in CHSS, the new Dean will be responsible for the quality of its courses and programs. Every effort must be made to ensure that the quality of programs offered in CHSS continues to grow in stature. Working closely with faculty and utilizing input from students and other sources, the Dean will be expected to monitor program and course quality to ensure that learners achieve desired academic outcomes, consistent with the expectations of the University's accrediting body, the Middle States Commission on Higher Education. Accordingly, he/she must ensure that these programs and courses reflect current knowledge in the field, are fully relevant to the profession, and are delivered by faculty experts who are scholar-teachers active and recognized in their respective disciplines. Also, the Dean must work with the departments to determine the reasons for the recent decline in graduate enrollment and then take appropriate actions to strengthen and promote these programs.

Building a Strong Sense of Community and Governance in CHSS

The Dean must ensure that CHSS faculty and staff members are involved actively in the planning and decision-making processes that affect the programs and operations of the College. The Dean must promote an environment of mutual respect, openness, inclusion and transparency in decision-making that will be instrumental in the development of a strong sense of community and a system of governance that is supported by faculty and staff.

External relations and fundraising: Because of the declining financial support from the state, it will be essential for the new Dean to collaborate with the University's advancement staff to lay the foundation for a well-planned external relations and fundraising program. This will involve working with CHSS faculty and staff to establish funding priorities and to identify potential external supporters - agencies, corporate

and individual. In conjunction with the University's development office, the Dean will be expected to make direct approaches to prospective donors, and with the support of the office of grants to promote and facilitate the writing of competitive program and research grants. In addition, the new Dean must promote CHSS among the many and varied professional communities it serves, including participation in the activities of professional societies, developing alliances with corporate entities and granting agencies, and encouraging subsequent faculty publication. The Dean also will serve as the College's liaison with national, regional, and program-specific accrediting bodies. The new Dean should serve as a skillful interpreter and an enthusiastic spokesperson for CHSS to external constituencies, citing its accomplishments as well as its needs.

Collaboration with Deans and Other University Leaders: As a key member of the University's senior leadership team, the Dean must be imaginative in finding ways to advance the goals and objectives of both the College and the University and to foster collaborations across the University. Therefore, it will be important for the new Dean of CHSS to establish a good working relationship with the other deans, the president and the provost to advance the agenda of CHSS and the University.

Leadership Continuity: Because of the high turnover of deans at CHSS in the past decade, it will be important for the new Dean to make a commitment to serve in this role for at least five years to provide the leadership stability and continuity that are needed in the College.

DESIRED LEADERSHIP TRAITS FOR THE DEAN OF CHSS

The University seeks a Dean of CHSS who can provide strong, dynamic leadership in addressing the College's priority needs through evidence of particular professional accomplishments and leadership attributes. Therefore, the new Dean must possess:

- An earned doctorate and a record of distinguished teaching, scholarship and service appropriate for appointment at the rank of full professor in a department of CHSS;
- A successful record of senior-level administrative experience such as a department chair, an assistant/associate dean, or dean;
- The communication skills to articulate a vision for CHSS and to relate easily and effectively with individuals and groups within and outside of the College;
- Evidence of a distinguished record in supporting, developing and promoting a variety of academic disciplines and programs, including participation in regional and specialized accreditation;
- The ability to create an atmosphere that ensures mutual respect among all members of the CHSS community;
- Demonstrated skill in planning, budgeting and financial management gained by significant administrative experience;
- The ability to relate effectively in the external community to enhance professional and civic relationships and to obtain financial support for CHSS;
- Enthusiastic support for the academic value of diversity among faculty, staff, and students;
- A collaborative spirit and collegial vision to work with the other deans to advance University-wide goals;
- A supportive, sensitive understanding of the needs of the diverse population of students, graduate and undergraduate, at CHSS;
- The integrity and strength to make difficult decisions with regard to personnel and other matters in promotion of program and College quality;
- Experience with instruction utilizing information technology and electronic access to information;

- A global perspective and intercultural outlook in the development of academic programs and outreach activities; and
- A supportive understanding of the goals and processes of learning outcomes assessment.

BECOMING A CANDIDATE

The Committee will begin to review candidates in late August 2008 and will continue until an appointment is made. Confidential nominations and applications should be addressed to Dr. Eileen Fitzpatrick, Chair of the CHSS Search Committee, and sent electronically (PDF or MS Word) to MontclairCHSS@academic-search.com. Applicants should include a cover letter describing how their background, skills, and education match the needs of the University, along with a curriculum vitae, and the names and contact information (including email addresses) of at least five professional references.

Additional information about Montclair State University and the Dean's position can be found at www.chss.montclair.edu.

The search is being assisted by the following Senior Consultants at **Academic Search, Inc.**:

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